



## Executive Committee | Summary Minutes

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10 a.m., Wednesday, April 13, 2022  
6800 Burleson Road  
Building 310, Suite 165  
Austin, Texas 78744

### Present (20)

Mayor Brandt Rydell, City of Taylor, **Chair**  
Judge James Oakley, Burnet County, **1st Vice Chair**  
Mayor Lew White, City of Lockhart, **2nd Vice Chair**  
Commissioner Debbie Ingalsbe, Hays County, **Secretary**  
Judge Paul Pape, Bastrop County, **Immediate Past Chair**  
Council Member Kevin Hight, City of Bee Cave  
Judge Brett Bray, Blanco County  
Commissioner Joe Don Dockery, Burnet County  
Judge Hoppy Haden, Caldwell County  
Judge Joe Weber, Fayette Count

Council Member Esme Mattke Longoria, City of Leander  
Commissioner Steven Knobloch, Lee County  
Judge Ron Cunningham, Llano County  
Mayor Pro Tem Doug Weiss, City of Pflugerville  
Council Member Matthew Baker, City of Round Rock  
Council Member Janice Bruno, City of Smithville  
Commissioner Ann Howard, Travis County  
Commissioner Brigid Shea, Travis County  
Commissioner Russ Boles, Williamson County  
Commissioner Cynthia Long, Williamson County

### Absent (8)

Mayor Jane Hughson, City of San Marcos,  
**Parliamentarian**  
Council Member Mackenzie Kelly, City of Austin  
Mayor Lee Urbanovsky, City of Buda  
Mayor Pro Tem Kevin Pitts, City of Georgetown

Representative John Cyrier  
Representative Celia Israel  
Representative Terry Wilson  
Representative Erin Zwiener

#### 1. **Call to Order by the Chair**

Mayor Rydell said there was no announcement and called the meeting to order at 10:05 a.m. and asked people to follow him the pledges of allegiance to the U.S. and Texas flags.

#### 2. **Consider Approval of Minutes for the March 9, 2022 Executive Committee Meeting**

Mayor Rydell asked for approval of the minutes. A motion was made by Judge Oakley to approve the March 9, 2022, Executive Committee minutes. Mayor White seconded the motion. The motion passed unanimously.

#### 3. **Consider Adopting a Resolution Providing Signature Authority to Individuals for the Capital Area Council of Governments**

##### **Silvia Alvarado, Director of Finance**

Ms. Alvarado explained that the CAPCOG bylaws and policies as well as its bank policies require a resolution to allow five members of the organization to sign and countersign checks for CAPCOG. She noted since there two staff position changes the signature authority needed to be updated to reflect current positions and personnel.

A motion was made by Commissioner Long to approve the resolution providing signature authority to individuals for CAPCOG and to adopt a resolution amending authorized representatives for CAPCOG's TexPool Fund accounts noting that both items were before the board for the same reason. Commissioner Shea seconded the motion. The motion passed unanimously.

#### 4. **Consider Adopting a Resolution Amending Authorized Representatives for the Capital Area Council of Governments TexPool Fund Accounts**

##### **Silvia Alvarado, Director of Finance**

No discussion on item 4. Item was approved with item 3.

**5. Consider Adopting a Resolution Recognizing May 2022 as Older Americans Month**

**Patty Bordie, Director of Aging Services**

Ms. Siena Lindemann, CAPCOG's assistant director of aging services, spoke on behalf of Ms. Bordie. She said that U.S. Administration on Aging leads the nation in recognizing Older Americans Month. This year's theme, Age My Way, focuses on how older adults play a vital role in our communities and how they can age and live independently for as long as possible while participating in community activities in the way they choose. She noted that CAPCOG's Aging Services Division will help communities around the CAPCOG region celebrate their older adults during the month.

A motion was made by Commissioner Dockery to recognize May as Older Americans Month. Judge Oakley seconded the motion.

Commissioner Shea asked about emergency preparedness kits for older adults. Ms. Lindemann said the Aging Services Council of Central Texas collected supplies for about 550 emergency preparedness bags, which included go-kit items and information on WarnCentralTexas.org, for older adults. CAPCOG helped distribute them to underserved older adults in the region.

Mayor Rydell called for a vote. The motion passed unanimously.

**6. Consider Adopting a Resolution Declaring May CAPCOG Wildfire Awareness Month**

**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey said wildfires have affected all the communities in the region, and that it can take multiple communities to respond to these disasters. May is a time to call attention to the damage that can be done by wildfires, and it's time for people to focus on preparedness for when wildfires occur.

A motion was made by Judge Pape to declare May as Wildfire Awareness Month. Council Member Bruno seconded the motion. The motion passed unanimously.

**7. Consider Adopting a Resolution Declaring May 15 -20, 2022 as CAPCOG Hurricane Preparedness Week**

**Martin Ritchey, Director of Homeland Security**

Mr. Ritchey said hurricane activity this season is predicted to be high, and while the CAPCOG region is not on the coast, these events affect multiple CAPCOG communities all at once. Hurricane Preparedness Week is a time to talk to all communities and individuals about what can be done to prepare for hurricanes.

A motion was made by Commissioner Ingalsbe made to recognize May 15 through 20, 2022 as Hurricane Preparedness Week. Commissioner Shea seconded the motion.

Commissioner Shea said CAPCOG should recognize a heat season as well because increase temperatures are becoming a greater issue.

Mayor Rydell called for a vote. The motion passed unanimously.

**8. Consider Adopting a Proclamation Declaring May 2-May 6, 2022, Air Quality Awareness Week**

**Andrew Hoekzema, Director of Regional Planning and Services**

Mr. Hoekzema said the Environmental Protection Agency and several of its federal partner agencies such as the National Weather Service lead the effort to recognize the first full week of May as National Air Quality Awareness Week. He said very few people in the region pay attention to air quality on a routine basis, and this public awareness campaign is an effort to increase visibility on air quality issues. He also noted the Capital Area just entered its Ozone season, when ozone levels can get high enough to affect people's health. He also noted that while the region is currently in attainment of the federal air quality standards, the EPA is reviewing those standards which could affect the region's attainment status.

A motion was made by Commissioner Shea to proclaim May 2 through May 6 as Air Quality Awareness Week. Council Member Baker seconded the motion. The motion passed unanimously.

**9. Consider Nomination to the Unified Scoring Committee (USC) for the Texas Community Development Block Grant (TxCDBG) Program**

**Andrew Hoekzema, Director of Regional Planning and Services**

Mr. Hoekzema explained that the TxCDBG Program is part of the national program, and that the Unified Scoring Committee helps distribute funds to communities that don't get CDBG funds directly from the federal government by setting the states grant project criteria and scoring. He noted criteria development and scoring used to be done on a regional level, but it is now a state-wide process in which each planning region sends a representative. He also noted if a region doesn't select a representative, the Texas Department of Agriculture would select one. CAPCOG sent out to General Assembly members a request for volunteers to join the USC and received one late applicant, Johnson City Council Member Stephanie Fisher. Mr. Hoekzema introduced her to the board and read a portion of her background and qualifications.

Ms. Voights asked if the scoring criteria will come back to the board. Mr. Hoekzema said the board will be reviewing criteria in June.

A motion was made by Commissioner Shea to appoint Council Member Fisher to the USC. Council Member Bruno seconded the motion. The motion passed unanimously.

**10. Consider Approving Scoring and Funding Recommendations for 2023 General Victim Assistance (VC/VOCA) Criminal Justice Grants**

**Ken May, Regional Programs Manager**

Mr. Hoekzema presented the board with a brief timeline of the CAPCOG Criminal Justice Grant process which included events such as the Executive Committee accepting the CAPCOG policy statement, mandatory grant workshops, and application scoring meetings. He highlighted that there was a follow-up scoring meeting that translated scores into funding recommendations. He also noted in each Office of the Governor (OOG) request for applications, a COG can set their own processes and criteria for making application recommendations. Mr. Hoekzema mentioned that applicants couldn't submit more than three applications and that the applicant must rank project priority if they submit to the same grant category. He also stated applicants were required to tell CAPCOG how much they are willing to reduce their funding request and the impact of said reductions, which the board requested to be done during last year's discussion on the grants.

Mr. Hoekzema said five applicants that submitted seven applications didn't attend a mandatory grant workshop, so those applications couldn't be reviewed and ranked by the CJAC based on this year's policy. He noted that CAPCOG would reflect to the OOG that the scores of zero in these cases were not based on the projects' merit but rather an adherence to CAPCOG's policy. He also mentioned the OOG makes the final decision on funding projects and may award more funds to the region than the state's regional budget estimate. Ms. Voights explained that CAPCOG is not the only COG that requires applicants to attend workshops and that there were ample opportunities to learn about attending a grant workshop. Mr. Hoekzema mentioned the CJAC will reconvene in May to discuss possible changes to the grants process.

Commissioner Howard asked if there was a strategy for aiding viable projects seeking OOG funding that didn't follow CAPCOG's policies to make sure the region isn't losing an opportunity for more funds coming into the region. Mr. Hoekzema restated that CAPCOG would denote in its recommendation on such project applications that their rank and score is because they didn't follow policy and not based on merit.

Mayor Pro Tem Wiess asked how the scoring and ranking compared to the regional budget estimate. Mr. Hoekzema explained that the regional budget estimate provides context to the Criminal Justice Advisory Committee about how much money the region could get. CAPCOG does not submit the estimate with its recommendations, rather hopes that projects on the cusp of the budget estimate could receive funding from the OOG as well as other projects ranked below the budget estimate.

A motion was made by Commissioner Long to approve the scoring and funding recommendations from the CAPCOG Criminal Justice Advisory Committee for all the criminal justice grants — items 10 through 15. Judge Pape seconded the motion. Mayor Rydell asked if anyone would like to talk about a specific grant area before the vote.

Commissioner Shea asked why the MELJ scored badly. Mr. May said the grant project was presented and written poorly; it also lacked data. He noted that CAPCOG has already spoken with the applicant about scoring better in the future, and CAPCOG gives applicants the CJAC's comments when requested so that they can improve their applications in the future.

Judge Cunningham asked if all the applications were reviewed and ranked on the same objective standards. Mr. Hoekzema said yes. Commissioner Ingalsbe asked why Travis County withdrew an application when it scored the highest in its grant category. Mr. May explained the project's scope decreased during the grant process taking a proposed state-wide project to a local one, so Travis County pulled the application and plans to resubmit it during the next funding cycle.

Mayor Rydell called for a vote. Commissioner Long's motion passed unanimously.

**11. Consider Approving Scoring and Funding Recommendations for 2023 Violence Against Women Justice and Training Program (WF/VAWA) Criminal Justice Grants**

**Ken May, Regional Programs Manager**

Motion and vote occurred during item 10.

**12. Consider Approving Scoring and Funding Recommendations for 2023 Truancy Prevention (TP) Criminal Justice Grants**

**Ken May, Regional Programs Manager**

Motion and vote occurred during item 10.

**13. Consider Approving Scoring and Funding Recommendations for 2023 Juvenile Justice (JJ) Criminal Justice Grants**

**Ken May, Regional Programs Manager**

Motion and vote occurred during item 10.

**14. Consider Approving Scoring and Funding Recommendations for 2023 Criminal Justice Program (DJ/JAG) Criminal Justice Grants**

**Ken May, Regional Programs Manager**

Motion and vote occurred during item 10.

**15. Consider Approving Submission of Scoring for 2023 Commercial Sexual Exploitation (CSE) Criminal Justice Grants**

**Ken May, Regional Programs Manager**

Motion and vote occurred during item 10.

**16. Consider Approving Appointments to Advisory Committees**

**Deborah Brea, Executive Assistant**

Ms. Brea said the Homeland Security Task Force recommended two appointments to fill vacancies on the advisory committee — La Grange Police Chief, Charles Gilbreath, to fill the small law enforcement agency position and Williamson County Undersheriff, Ken Evans, to fill the large law enforcement agency position.

A motion was made by Commissioner Ingalsbe to appoint the two to the Homeland Security Task Force. Council Member Mattke Longoria seconded the motion. The motion passed unanimously.

**17. Consider Electing Replacement to Serve Remainder of Term for Bastrop Mayor Pro Tem Lyle Nelson**

**Betty Voights, Executive Director**

Ms. Voights said she reached out to Mayor Pro Tem Nelson to see if he had a recommendation on who should fill his vacated seat on the board, and Mayor Pro Tem Nelson had recommended City of Bastrop

Mayor Connie Schroeder.

A motion was made by Judge Pape to elect Mayor Schroeder to the board. Judge Cunningham seconded the motion. The motion passed unanimously.

**18. Staff Reports**

**Betty Voights, Executive Director**

Ms. Voights said all congregate meal sites in the region have reopened after being closed for COVID-19 precautions and older adults can start visiting them again.

Ms. Voights also said there were changes to the state homeland security program grants for which CAPCOG submitted recommendations in May, and Mr. Ritchey would explain them along with his Warn Central Texas update. Mr. Ritchey said changes were made to the grant program's critical priority investment areas which created two additional investment areas and removed one. The changes also increase the amount of funding required for law enforcement terrorism prevention activities from 25 to 30 percent of a region's allocation. Mr. Ritchey noted the changes mean the OOG is going to be moving around CAPCOG's recommendations to meet the new requirements. He also mentioned that the OOG has not indicated that they will be sending the recommendations back to the COGs to be re-evaluated.

Mr. Ritchey updated the board on Warn Central Texas. He noted a decrease in the of number residents contacted but the number of incidents for which the system was used increased significantly — pinpointing areas where tornados were spotted in the region as well as red flag warnings issued by Bastrop County. Commissioner Shea said she was glad to see the number of self-registrations increase, and Judge Pape said the county has received some complaints about the frequency of the red flag warnings, but the tool was working in educating residents and preventing outdoor burning during the red-flag days.

**19. Adjourn**

Mayor Rydell adjourned the meeting at 11:23 a.m.

  
Commissioner Debbie Ingalsbe, Secretary  
Executive Committee  
Capital Area Council of Governments

5/11/22  
Date